Microsoft *Quick Reference*
2.2 Gold *Guide* DMS Elements of Service

Elements of Service (EoS) help set a common format for sending and receiving messages. Every DMS message must contain seven mandatory EoS. This *Quick Reference Guide* shows you how to set the mandatory EoS when you send a DMS message and how to read the EoS when you receive a DMS message.
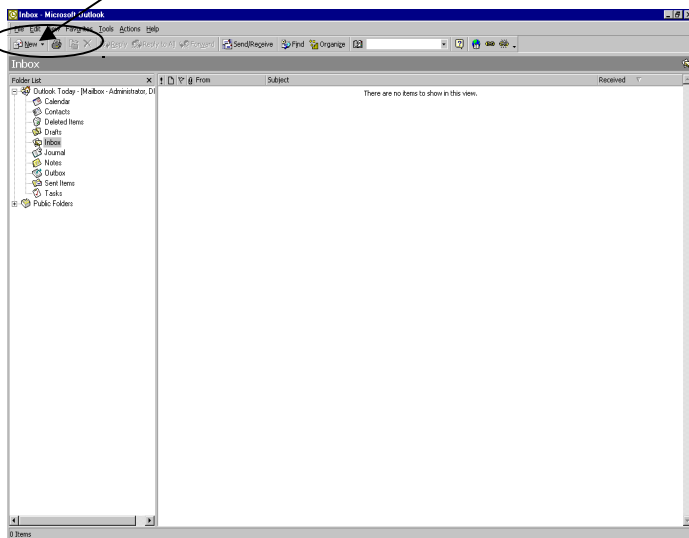
The seven mandatory EoS are:

▪ **Primary and Copy Recipients Indication**: The primary (To or Action) and secondary (Cc or Info) recipients of the message.

▪**Originator Indication**: Who the message is from.

▪**Subject Indication**: A short description of the message.

▪ **Primary Precedence**: The military precedence (urgency) of the message for the "To" recipients.

▪ **Copy Precedence**: The military precedence (urgency) of the message for the "Cc" recipients.

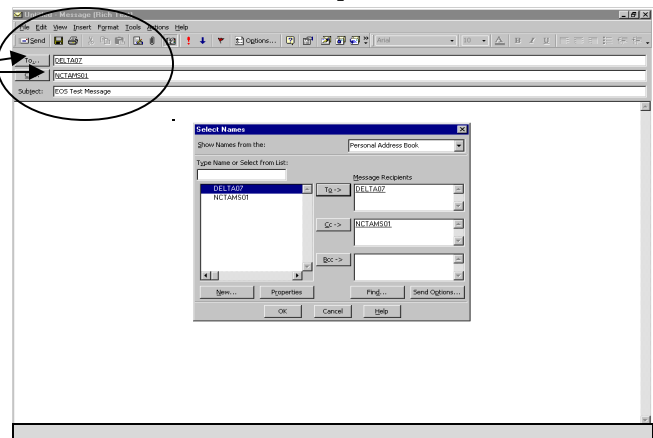▪ **Message Type**: One of six pre-defined categories for the message.

authority.

2

Using your personal address book, select the primary recipients of the message. These names will appear on the "To…" line. This is the **Primary Recipients Indication** EoS.
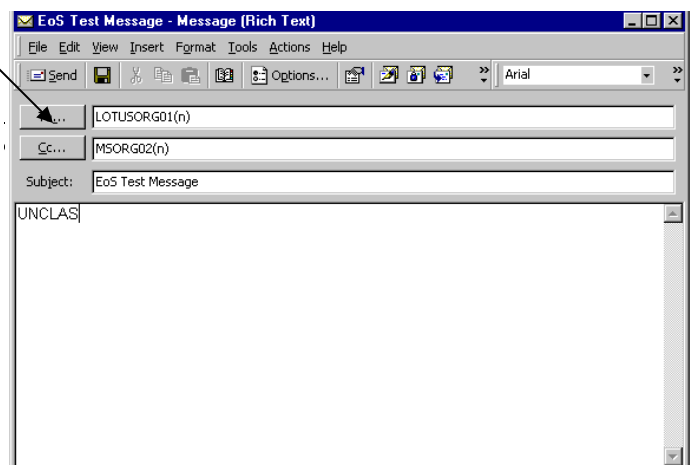
Using your personal address book, select the Cc or Info recipients of the message. These names will appear on the "Cc…" line. This is the **Copy Recipients Indication** EoS

To view the **Originator Indication** EoS, click "View" on the task bar at the top of the message window, then click "From" on the pull-down menu.

Sending Messages

1
Open Microsoft Outlook. Click the "New" button to start a new message.

3
Move your cursor to the "Subject:" line and enter a brief description of the message. This is the **Subject Indication** EoS.

④ Click the Message Properties button to open the Military Message Properties window. Then click the "Military" tab at the top of the window.

Select the **Primary Precedence** EoS by clicking the arrow to the right of the "Primary Precedence" line and selecting the appropriate option. This is the precedence level for the "To" recipients of the message. The Primary Precedence EoS also automatically selects the grade of delivery and speed with which the message is intended to reach its destination. The chart below maps the military precedence to its respective grade of delivery and speed of service objective. The default Primary Precedence EoS is "Routine".

Select the **Copy Precedence** EoS by

⑤ Select the **Message Type** EoS by clicking the arrow to the right of the "Message Type" line and selecting the appropriate option. Message Types include *Individual* (working record)*, Exercise, Operation, Project, Drill,* and *Other-Organizational*. The default Message Type is *Other-Organizational*.

⑥ Click the "Information" tab at the top of the Military Message Properties window. This will let the sender notify the intended recipient(s) of any special instructions pertaining to the message as well as the date and time the message was sent. Be sure to use military time followed by a space and the date (MM/DD/YY) when establishing the time

Military Precedence	Assume Message Length in characters	Grade of Delivery (x.400)	Speed of Service (DMS Backbone Objectives)
CRITIC	5400	URGENT	3 Minutes
ECP			
FLASH	7000		
IMMEDIATE	1,000,000	NORMAL	20 Minutes
PRIORITY	2,000,000		
ROUTINE	2,000,00	NON-URGENT	8 Hours

Receiving Messages

1 Connect to MS Outlook and log on with your Fortezza card. View your Inbox to see your incoming messages. Double click on the message to display the message contents.
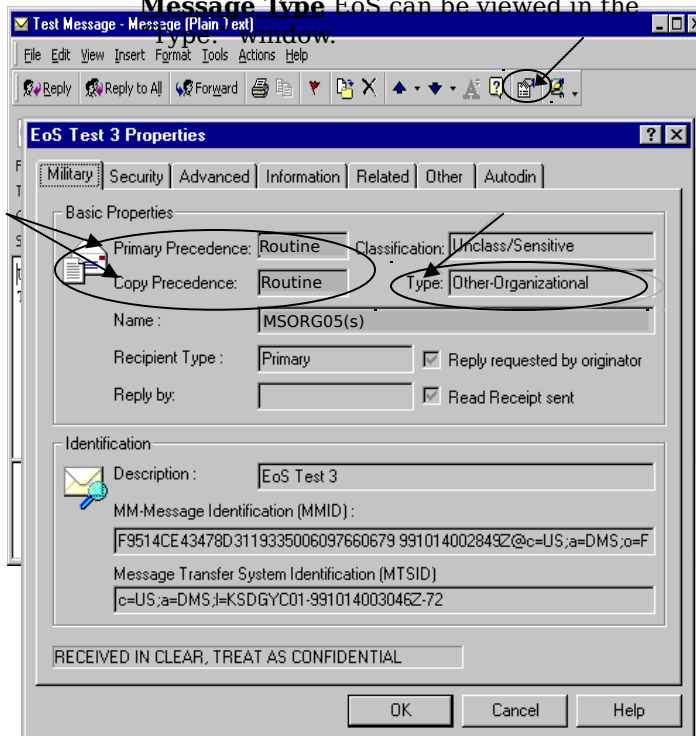
After you open the message:
• The "From:" line will display the **Originator Indication** EoS.
• The "To:" line will display the **Primary Recipients Indication** EoS.
• The "Cc:" line will display the **Copy Recipients Indication** EoS.
• The "Subject:" line will display the **Subject Indication** EoS.
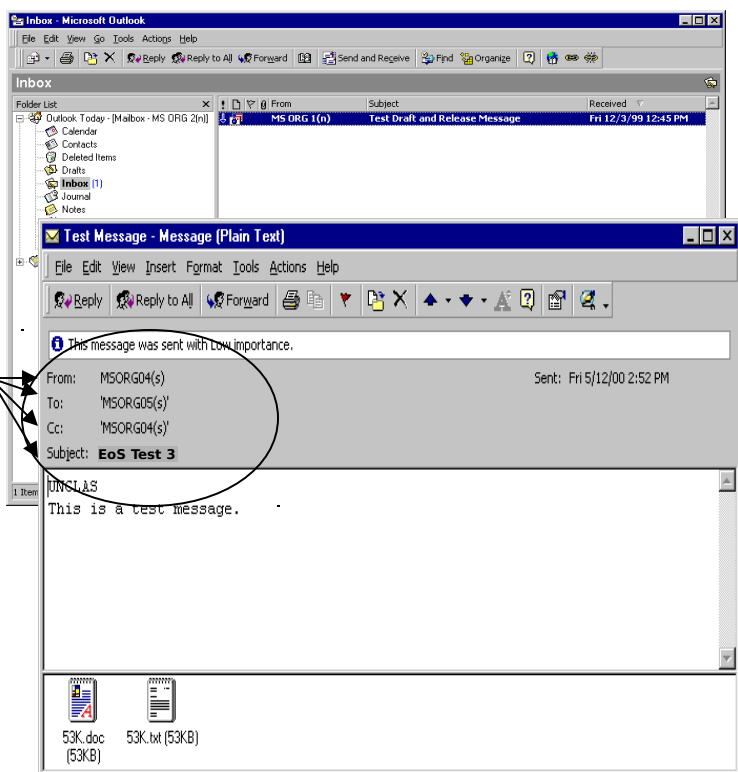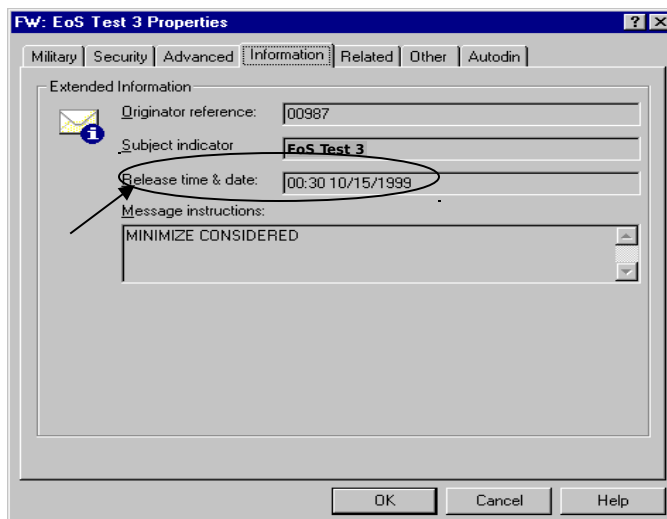
2 Click the Message Properties button to open the Message Properties window. Click the "Military" tab at the top of the Message Properties window. The **Primary Precedence** and **Copy Precedence** EoS can be viewed in their respective windows. The **Message Type** EoS can be viewed in the "Type:" window.

3 Click the "Information" tab at the top of the Message Properties window. The "Release time & date:" line will display the **Extended Information** EoS.

Alternate Message Recipient
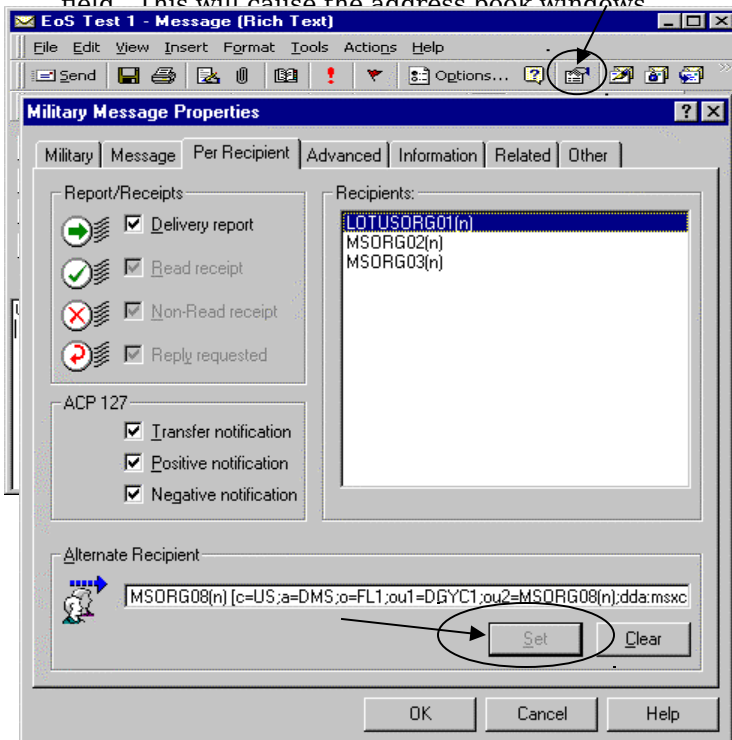
Message Classification

An alternate message recipient will only receive the message if the message transfer system is unable to make delivery to a designated recipient. This is the **Originator Requested Alternate Recipient** EoS.

The service is acted upon by the message system based on timer settings. If the message cannot be delivered to a recipient within the specified time, it is redirected to the alternate recipient.

Alternate recipients are pre-established within an organization by the local registration authority. When an alternate recipient receives a message, the "Address" fields of the message will show the original recipient, but the alternate will be able to decrypt the message and act on it as required.

To select alternate recipients, first select the "To:" and "Cc:" recipients of the message. Then click the Message Properties button to display the Message Properties window, and click the "Per Recipient" tab at the top of the window.

A Recipients box will appear on the right of the window, displaying all of the addressees. To designate the **Originator Requested Alternate Recipient** highlight one of the addresses and click the "Set" button in the Alternate Recipient field. This will cause the address book windows

Message Classification is a security requirement for *all* organizational messages. DMS 2.1/2.2 supports four message classifications: *Top Secret, Secret, Confidential, and Unclassified (Unclas)*.

When you select a message classification, the message system will check your certificate and the certificates of all recipients to determine if they are authorized to receive this message. The message will only be sent if the sender and *all recipients* are properly authorized. If a certificate does not contain the proper

To classify a message, perform the following steps:

• On the top line of the message text, type the message classification in upper case letters (e.g., UNCLAS). If the message contains AUTODIN recipients, the classification spelling must be made in accordance with current AUTODIN spellings. You can type your message text beginning on the second line of the message.

• Click the Message Properties button to display the Message Properties window, and click the "Military" tab at the top of the window. Select the Message Classification by clicking the arrow to the right of the "Classification." line. (Note: Messages that are